



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner  
Director

## MEMORANDUM

DATE: November 22, 2016

TO: Judges and Court Staff

FROM: Jennifer Warner

RE: SCAO in Brief

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SCAO is pleased to announce the *SCAO in Brief*, a series of short presentations on topics of interest to judges, court administrators, and other court staff. View the videos at <https://mjieducation.mi.gov/online-learning/videos>. (Scroll down to *SCAO In Brief* to see all that have been posted, and check back frequently to see what we've added.)

Videos currently available include:

### **SCAO Forms Process**

Have you ever wondered how SCAO forms are created and revised? This *SCAO in Brief* explains how you can request changes to SCAO forms and outlines how SCAO forms are revised. The video is intended for anyone who uses SCAO forms.

### **Top 10 One Court of Justice Website Tips**

Did you know SCAO has hundreds of resources on our website that can assist you in your job every day? This *SCAO in Brief* video shows you how to find the most used resources and commonly asked questions. The video is intended for anyone who works in a court or uses the One Court of Justice website.

### **Top 10 Case-File Management Standard Errors**

Have you ever wondered if your case files are accurate and complete? This *SCAO in Brief* goes over the Top 10 case-file management mistakes and how they can be corrected. The video is intended for court staff responsible for creating or maintaining case files.

### **Transferring Supervision to a Problem Solving Court**

If you are a court that is looking to transfer jurisdiction of a case for purposes of probation supervision to a problem-solving court, or you are a problem-solving court looking to accept a transfer, this video will explain the transfer process and answer commonly asked questions. This *SCAO in Brief* is intended for judges, court administrators, and problem-solving court coordinators.

### **Coming soon . . .**

- Certified and Qualified Foreign Language Interpreter Credentials
- Delayed Sentencing and Deferred Entry of Judgment
- Difference Between a Problem-Solving Court and the Swift and Sure Sanctions Probation Program
- Ignition Interlock Restricted Licenses
- Procedures for Revocation of Deferred Status
- Processing for Release of Parental Rights for Pending N/A cases
- Regional versus Stand-Alone Problem-Solving Courts
- Top 10 Collections Frequently Asked Questions
- What is the Swift and Sure Sanctions Probation Program?